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ABSTRACT

This book offers administrators a reliable guide to creating a document that evidences performance. The book tells what the administrative portfolio is and how it can be created and used. Part 1 contains 12 chapters on creating and using the administrative portfolio: (1) "Changing Roles and Expectations of Academic Administrators"; (2) "The Administrative Portfolio"; (3) "The Importance of Collaboration"; (4) "Steps to Creating an Administrative Portfolio"; (5) "Choosing Items for the Portfolio"; (6) "Uses of the Portfolio"; (7) "Answers to Common Questions about the Administrative Portfolio"; (8) "Building the Administrative Portfolio"; (9) "Serving as an Administrative Portfolio Mentor"; (10) "Implementing an Administrative Portfolio Review Program"; (11) "Special Questions, Concerns, and Issues"; and (12) "Reflections on Developing an Administrative Portfolio" (Deborah deZure). The second part of this guide contains 13 examples of administrative portfolios presented by college administrators. (Contains 13 references.) (SLD)

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